



MontCAS

Montana Comprehensive Assessment System

February 15, 2007 Newsletter

Welcome to the Spring 2007 Testing issue of *JUMP*, the OPI Assessment Newsletter. Although all of the information is important, there may be some articles you wish to read first. Click on an article below to go directly to the article.

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Spring 2007 MontCAS Testing Windows

February 12 – March 28, 2007	CRT-Alternate, Grades 3-8 and 10, Reading and Math (It is recommended that the first week of this window be used for training, becoming familiar with the materials, and organizing the testing.)
March 5 – March 28, 2007	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science Field Test
March 22 – April 12, 2007	NRT and NRT-Alternate Assessment Scales, Grades 4, 8, and 11, Language Arts, Reading, Math, Social Studies, and Science



Schedules for Materials

The January 2007 *JUMP* includes schedules for the shipment of materials for both the NRT (Iowa Tests) and the CRT and CRT-Alternate. Please consult the schedules on pages 3-5 to know when to expect materials.

The link for the January *JUMP* is

<http://www.opi.mt.gov/PDF/Assessment/NewsLetters/Jan07AssessNews.pdf>

The Assessment ToolKit

Registration is now open for OPI's statewide assessment conference on April 23 and 24, 2007. More information about the conference can be found at <http://www.opi.mt.gov/assessconf/>

The conference is intended for test coordinators, curriculum directors, teachers, preservice teachers, staff responsible for student information systems and information related to student achievement, and department/grade-level chairs.

Please consider attending the conference and registering early; **registration is currently light, and we want to continue conference planning.** We hope you will register early.

The early registration fee is \$60. After March 30, the registration fee is \$70.

Two keynote speakers will highlight the conference. Attorney Steve Winnick is a nationally-recognized expert in educational policy including education privacy issues. Kati Haycock, the director of the Education Trust, is a national leader in student achievement issues. More information on the keynote speakers is linked to the assessment website.

<http://www.opi.mt.gov/assessconf/keynote.html>

The conference program committee encourages Montana educators to submit session proposals by February 20, 2007. The Call for Proposals is online

http://www.opi.mt.gov/PDF/Assessment/conf/Call_for_speakers.pdf

Conference Registration Fee Waived for Student Teachers

As in 2006, sixty education majors from colleges and universities in Montana may have their registration fee waived by registering online. Please encourage students who are currently student teaching or interning in your schools to take advantage of this opportunity. Regular registration and student registration are online at <https://rn02.msu.montana.edu/opi/>





Testing Contractor Contact Information

MontCAS, Phase 1, the Iowa Tests—Riverside Publishing Company

Meredith Durgin, Montana Program Manager

meredith_durgin@hmco.com or 800-767-8420 x6094

Tasha Henderson, Program Coordinator

Tasha_Henderson@hmco.com or 800-767-8420-6310

Carol Taylor Cann, Montana Assessment Consultant

carol_taylor_cann@hmco.com or 800-767-8420 x7113

MontCAS, Phase 2, the CRT and the CRT-Alternate—Measured Progress, Inc.

Sharon Houle, Montana CRT Program Manager

shoule@measuredprogress.org or 800-431-8901 x2186

Nancy Hall, Montana CRT Program Assistant

nhall@measuredprogress.org or 888-792-2741

Jake Goldsmith, Montana CRT-Alternate Program Manager

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Niki Carr, Montana CRT-Alternate Program Assistant

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MontCAS, the English Language Proficiency (ELP)—TASA, Inc.

Pamela Demarest, Program Manager

pdemarest@tasa.com or 845-854-9696

TENTATIVE

Testing Windows for 2007-08

October 29- November 23, 2007	English Language Proficiency Assessment for students identified as Limited English Proficient (LEP) in grades K-12.
February 11 – March 27, 2008	CRT-Alternate, Grades 3-8 and 10, Reading and Math (It is recommended that the first week of this window be used for training, becoming familiar with the materials, and organizing the testing.)
March 4 – March 27, 2008	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10 in Science
Unknown at this time	NRT and NRT-Alternate Assessment Scales, Grades 4, 8, and 11, Language Arts, Reading, Math, Social Studies, and Science

Important Links

The following is a list of documents online for the Spring 2007 statewide test administration.

- The links are provided on the line below the name of the document. Unless otherwise noted, these documents are also provided to you in print or CD by the testing contractors or OPI.
- Many of these are large documents. It is suggested that you follow the directions for printing large documents located at this link on the assessment page:
<http://www.opi.mt.gov/Assessment/Phase1.html#print>
- PowerPoint training presentations are on CDs sent to you by the testing contractors and OPI. In addition, those presentations in black and white with the scripts are online. Please save these to your computer and you will be able to use them in the PowerPoint format for your training and for training school test coordinators and test administrators.

✚ Test Security Documents

2007 OPI Guidelines and Procedures for Test Security

<http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf>

2007 PowerPoint 2007 OPI Guidelines and Procedures for Test Security

<http://www.opi.mt.gov/PDF/Assessment/07TestSecurity.ppt>

2007 Test Coordinator/Administrator Nondisclosure Agreement

<http://www.opi.mt.gov/PDF/Assessment/Forms/NondisclosureAgreement.pdf>

2007 Principals (authorized representative) Nondisclosure/Administration Agreement

<http://www.opi.mt.gov/PDF/Assessment/Forms/PrincipalsCertForm.pdf>

✚ CRT Test Accommodations

2007 OPI Guidelines and Procedures for CRT (MontCAS, Phase 2) Accommodations

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07AccomManual.pdf>

2007 PowerPoint OPI Guidelines and Procedures for CRT (MontCAS, Phase 2) Accommodations Training

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Accommodations.ppt>

✚ CRT System Test Coordinator Information

2007 Barcode Label Table

<http://www.opi.mt.gov/pdf/assessment/07BarCodes.pdf>

2007 Locating the State Student ID Number through the AIM System

<http://www.opi.mt.gov/PDF/Assessment/CRT/07StudentIDLocator.pdf>

2007 Sample Student Response Booklet

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07SampleStudentRespBklt.pdf>

2007 MontCAS Phase 2 Test Coordinators Manual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07CRTTest%20CoordManual.pdf>

2007 PowerPoint MontCAS Phase 2 Test Coordinators Training

Part 1: Overview and 2007 Update

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07CRTTestCoordTrainingP1.ppt>

Part 2: Test Coordinators' Responsibilities

<http://www.opi.mt.gov/PDF/Assessment/CRT/06ReadingReportsPart2.ppt>

Part 3; Barcode Labels and Coding

<http://www.opi.mt.gov/PDF/Assessment/CRT/06ReadingReportsPart3.ppt>

CRT Test Administrator Manuals

2007CRTGr3TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr3TestAdmManual.pdf>

2007CRTGr4TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr4TestAdmManual.pdf>

2007CRTGr5TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr5TestAdmManual.pdf>

2007CRTGr6TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr6TestAdmManual.pdf>

2007CRTGr7TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr7TestAdmManual.pdf>

2007CRTGr8TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr8TestAdmManual.pdf>

2007CRTGr10TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07Gr10TestAdmManual.pdf>

2007CRTScience Field TestGr4,8,10TestAdministratorManual

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07SciFieldMan.pdf>

CRT-Alternate

2007 CRT-Alternate Administration Manual—must be downloaded by System Test Coordinator for special education teachers administering the CRT-Alternate—**provided online only.**

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07CRTAltAdminManual.pdf>

Eligibility Guidelines for the CRT-Alternate—**provided online only**

<http://www.opi.mt.gov/PDF/SpecED/CRTAltAssess.pdf>

2007 PowerPoint CRT-Alternate Administration Training

<http://www.opi.mt.gov/PDF/Assessment/CRT/TA/07CRTAltTraining.ppt>

CRT-Alternate Test Booklets—provided online only on a secure Measured Progress site. Access is by password sent by Measured Progress to System Test Coordinators.

<http://www.measuredprogress.org/assessments/clients/montana-alternate.html>

NRT (The Iowa Tests)

2007 MontCAS Phase 1 Montana Test Coordinators Guide

<http://www.opi.mt.gov/PDF/Assessment/NRT/07NRTTestCoordGuide.pdf>

2007 PowerPoint MontCAS Phase 1 Montana Test Coordinators Training

<http://www.opi.mt.gov/PDF/Assessment/NRT/07NRT.ppt> **NRT (The Iowa Tests)—**

Assessment Handbook and Alternate Assessment Scales

Assessment Handbook Volume 3—provided online only

<http://www.opi.mt.gov/pdf/Assessment/NRT/AAS/02handbookV3.pdf>

Alternate Assessment Scale, Grade 4—provided online only

<http://www.opi.mt.gov/PDF/Assessment/NRT/AAS/02AltGrade4.pdf>

Alternate Assessment Scale, Grade 8—provided online only

<http://www.opi.mt.gov/PDF/Assessment/NRT/AAS/02AltGrade8.pdf>

Alternate Assessment Scale, Grade 11—provided online only

<http://www.opi.mt.gov/PDF/Assessment/NRT/AAS/02AltGrade11.pdf>

Foreign Exchange Student Assessment Participation

Foreign exchange students in public and private accredited schools are required to participate in the NRT and CRT statewide assessments for the grade in which they are enrolled; however their results are not calculated in school or system averages.

- For the NRT
 - Please follow the specific coding directions in the 2007 MontCAS Phase 1 Test Coordinators Guide.
- For the CRT
 - For public schools, that information is provided through the AIM system. For private accredited schools, that information is provided on the file submitted to Measured Progress.

Test Security

During the week of February 5, system test coordinators received test security materials from the Office of Public Instruction. The packages included the following:



- **For the System Test Coordinator**
 - One Nondisclosure agreement to be signed and kept on file with the system superintendent
 - One copy of the *2007 OPI Guidelines and Procedures for Test Security*
 - Test Security Training CD. PowerPoint presentations will be on the CD and also will be posted online.
- **For Principals (or the authorized representative)—one per school**
 - One copy of the *2007 OPI Guidelines and Procedures for Test Security*
 - One master Nondisclosure agreement to be copied for all test coordinators and test administrators in the school. Each school test coordinator and test administrator needs to sign an individual form prior to testing and submit it to the school principal to place on file.
 - One Nondisclosure and administration agreement for the school principal (or authorized representative). This two sided card-stock form requires a signature on both sides. It has a bar code label attached to it. The form should be returned to Measured Progress with the school's used Student Response Booklets after testing.

MontCAS, Phase 2

Test Administration, Test Security, and Accommodations

Please consult the following documents for specific information regarding test administration. They have been sent to all system test coordinators and are also online. Links to these documents are included on pages 3-4 of this issue of *JUMP*.

- 2007 Test Coordinators Guide and 2007 Test Administrator Manuals
- *OPI Guidelines and Procedures for Test Security*
- *OPI Guidelines and Procedures for CRT Accommodations*



Frequently asked Questions about Test Administration

Q: Can students use scratch paper?

A: Yes. It should be clean paper provided by the test administrator and must be collected at the end of each testing session and shredded.

Q: Can students mark in the test booklet?

A: Yes. Please remind them to place their answers in the Student Response Booklet (SRB). And, remember that the grade 3 test booklet and Student Response Booklet are combined. Students should make sure their answers are bubbled in or in the case of constructed response, written, in the appropriate place. And, grade 3 students should be careful to mark only the bubble in the answer portion of the test booklet to avoid stray marks.

Q: Do I really need to cover or remove any instructional materials in my classroom?

A: Yes. Cover or remove bulletin boards, posters, guides taped on student desks, and other instructional displays that could aid students during testing. Anything that could guide a student to an answer or organizing an answer should be covered or removed. This includes instructional items that are not available to all students taking the tests. Examples of materials to be covered or removed are multiplication tables, addition tables, fact tables, place value posters, word walls, grammar and punctuation rules, alphabet banners, organizational procedures, and class-formulated operational procedures.

When in doubt: Cover or remove.

Because both the tests and the testing process are standardized, any deviations from the process might compromise the validity of the results.

Barcode Labels and Coding for the 2007 CRT and the CRT-Alternate

Several categories of schools participate in the CRT and CRT-Alternate. They include

- Public Schools
- Treatment Centers that are under contract with the Office of Public Instruction
- Private Accredited Schools
- Private Non-accredited Schools
- Schools that test students who are not enrolled such as home school students

Each category listed above has a unique method of obtaining barcode labels and/or coding the Student Response Booklet (SRB) for the CRT and the CRT-Alt. A table with a row containing details for each school type is online <http://www.opi.mt.gov/pdf/assessment/07BarCodes.pdf>

Frequently Asked Questions About Barcode Labels by Public Schools



Please consult the 2007 *Locating the State Student ID Number through the AIM System*. It is included in the 2007 *MontCAS Phase 2 Test Coordinators Manual* on the last page in Appendix C and is online

<http://www.opi.mt.gov/PDF/Assessment/CRT/07StudentIDLocator.pdf>

Q: What if there is no barcode label for a student?

A: Contact the person in your system responsible for the AIM. That person will need to use the AIM process to locate or obtain the State Student ID. Once the State Student ID number is located,

- The test administrator must code the following on page 1 of the Student Response Booklet (SRB)
 - Box A: student's first and last name

- Box E: the student's State Student ID. Although the number is 9 digits, the grid on the SRB is 10 digits. Please bubble a leading zero before the 9-digit State Student ID number.

Q: Our ungraded student does not have a barcode label. What should we do?



A: Ungraded students will not have barcode labels.

- Ungraded students need to be tested in an age appropriate grade.
- Your school's AIM staff needs to use the AIM process to locate the State Student ID. Once the State Student ID is located,
 - The student should be tested in an age appropriate grade and school. The system test coordinator will help arrange for the testing site and materials. The student's completed Student Response Booklet (SRB) will be sent to Measured Progress with the the other student SRBs in the grade and school.
 - The test administrator must code the following on page 1 of the Student Response Booklet (SRB)
 - Box A: student's first and last name
 - Box E: the student's State Student ID. Although the number is 9 digits, the grid on the SRB is 10 digits. Please bubble a leading zero before the 9-digit State Student ID number.

Q: What if we have a barcode label for a student, but it is for the wrong grade?



A: Place the barcode label on the Voided Barcode Label Form and indicate that label is for the wrong grade.

- Your school's AIM staff will need to use the AIM process to locate the State Student ID and correct the grade. Once the State Student ID is located,
 - The test administrator must code the following on page 1 of the Student Response Booklet (SRB)
 - Box A: student's first and last name
 - Box E: the student's State Student ID. Although the number is 9 digits, the grid on the SRB is 10 digits. Please bubble a leading zero before the 9-digit State Student ID number.

Q: What if we have a barcode label for a student, but it is for the wrong school?



A: Place the barcode label on the Voided Barcode Label Form and indicate that label is for the wrong school.

- Your school's AIM staff will need to use the AIM process to locate the State Student ID and correct the school, Once the State Student ID is located,
 - The test administrator must code the following on page 1 of the Student Response Booklet (SRB)
 - Box A: student's first and last name
 - Box E: the student's State Student ID. Although the number is 9 digits, the grid on the SRB is 10 digits. Please bubble a leading zero before the 9-digit State Student ID number.

Q: What if there are two barcode labels for a student, each with a different State Student ID?



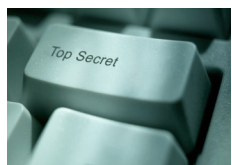
A: Your school's AIM staff needs to contact Nicole Weissman, the OPI Student Records manager, (406-444-3495 or nweissman@mt.gov) determine the correct State Student ID. Once the correct State Student ID is located,

- Place the incorrect barcode label on the Voided Barcode Label Form and indicate that label has the incorrect State Student ID.
- Affix the correct barcode label to the Student Response Booklet (SRB)

CRT-Alternate Interrater Reliability Study



In consultation with Dr. Stanley Rabinowitz, a consultant made available to the Montana Office of Public Instruction by the U.S. Department of Education in conjunction with the state's NCLB Assessment System Review, and Gail McGregor of the University of Montana, a comprehensive plan has been developed to provide *evidence* and a *measure* of the interrater reliability of the CRT-Alternate. The plan includes training, observation, and data analysis. Karen Crogan of the Office of Public Instruction will contact special education directors, special education cooperatives, and special education teachers regarding participation in the observation portion of the study. The teachers will be chosen at random. **The purpose of the observation is to evaluate the training provided by Measured Progress and the Office of Public Instruction. It is *not* to evaluate the teacher.**



iAnalyze Passwords

iAnalyze is a CRT online data tool for use by schools and systems. The information on *iAnalyze* is secure. The Office of Public Instruction assessment office receives many calls regarding the secure passwords. Test coordinators are the contact with OPI for the passwords. If you have lost or forgotten your secure password, please contact the OPI assessment staff (listed on the last page of this issue of *JUMP*). Please know that these passwords cannot be sent by email or to an unofficial phone number or person, and it may take time to provide them.

Dates to Save--More Opportunities to Participate in CRT Test Development

Test development of the CRT is continuous since items are field tested during each administration. The following test development activities are planned in Helena in May and July. Please encourage educators to participate. Mileage, lodging, meals, substitute reimbursement (or honoraria in the summer), and renewal units are provided.



- ✚ May 7 -9, 2007—Bias and content review of the Reading and Math items for the 2008 CRT in grades 3-8 and 10 and Science items for the 2008 CRT in grades 4, 8, and 10
 - May 7, 2007: Bias and sensitivity review
 - May 8-9, 2007: Content review
- ✚ July 24-25, 2007
 - Final item review of Reading and Math items for the 2008 CRT in grades 3-8 and 10
 - Final item review of Science items for the 2008 CRT in grades 4, 8, and 10

Participation forms are online.

<http://www.opi.mt.gov/PDF/Assessment/Forms/06AppParticipate.pdf>

Please fax the completed form to Karen Crogan or Judy Snow at 406-444-1373.

Please indicate on the form if you are applying for the item/bias reviews in May or the final item review in July.

If you prefer, you may register online with Measured Progress

<http://iregister.measuredprogress.org/>

- ✚ A copy of the memo sent from Measured Progress to schools contains more information and is online: <http://www.opi.mt.gov/PDF/Assessment/CRT/08CRTDvlpPanelMemo.pdf>
- ✚ **Participants for the May meetings will be notified by Measured Progress in April.**

Other Assessment Information

English Language Proficiency Assessment (ELP)

- ✚ Standard setting for the ELP is planned for February 28 – March 2, 2007 in Helena. Montana educators will study the results of the ELP and recommend the cut scores for proficiency levels. At this time, not enough educators have volunteered to participate in standard setting which must be completed before scores can be calculated and results reported.
- ✚ We still need 20 Montana educators including teachers of students with limited English proficiency (LEP) and other grade level teachers to participate in standard setting. Please encourage educators in your system and school to consider participation. We are asking schools with large numbers of students identified as Limited English Proficient (LEP) to send more than one educator.
- ✚ We have extended the registration deadline to **February 15, 2007**. The OPI deadline to submit results to the United States Department of Education is April 30, 2007. The February/March standard setting will enable OPI to meet that deadline with no time to spare.
- ✚ Participation forms are online. Please indicate on the form that you wish to participate in the ELP standard setting. <http://www.opi.mt.gov/PDF/Assessment/Forms/06AppParticipate.pdf>
- ✚ Please fax the form to Karen Richem or Judy Snow at 406-444-1373.
- ✚ **Participants will begin receiving lodging information and details from TASA, the testing contractor, soon.**



8th Grade Technology Literacy

The No Child Left Behind (NCLB) Act requires that all 8th grade students become technologically literate.

The U. S. Department of Education (USDOE) requires states to assess the technology literacy of all 8th grader students during the 2006-07 school year and report that information to the department. To ease the implementation of this requirement, the OPI has selected the *Taking a Good Look At Instructional Technology* (TAGLIT) tool that has been used across the state for nearly ten years. TAGLIT is now owned and operated by the Montana company, T.E.S.T.

T.E.S.T. will receive information from the OPI via the newly implemented AIM system and will generate login Id's and passwords for the students. The students will login and complete the brief (estimated 10 minutes in length) questionnaire. When complete, school systems will have the data for their individual use and the state will use it to fulfill the requirement to report to the USDOE.

The testing window is April 16 – May 11, 2007.

The OPI will communicate with local Test Coordinators and Technology Coordinators.

If you have questions, please contact Michael Hall at mhall@mt.gov or at (406) 444-4422.

Other Information

Replacement Table for Annual Measurable Objectives (AMOs)

The table below replaces the version posted online on February 13. The posting date for this, the correct version, is February 14.

The table below contains the AMOs required for Adequate Yearly Progress (AYP) through 2014.

If you have questions about the AMOs or AYP, please contact:

✚ Nancy Coopersmith, 406-444-5541 or ncoopersmith@mt.gov

✚ BJ Granbery, 406-444-4420 or bjgranbery@mt.gov

	2005-06 Year 1	2006-07 Year 2	2007-08 Year 3	2008-09 Year 4	2009-10 Year 5	2010-11 Year 6	2011-12 Year 7	2012-13 Year 8	2013-14 Year 9
Reading	74%	74%	83%	83%	83%	92%	92%	92%	100%
Math	51%	51%	68%	68%	68%	84%	84%	84%	100%

OPI Assessment Contact Information

- ✚ Karen Crogan, Assessment Assistant, kcrogan@mt.gov, 406-444-4431.
- ✚ Karen Richem, Assessment Specialist, krichem@mt.gov, 406-444-0748
- ✚ Judy Snow, State Assessment Director, jsnow@mt.gov, 406-444-3656

